

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME, ON MARCH 30, 2009.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-1239 AND ASK FOR FRANK YATOR (AST #5). NO COLLECT CALLS.

BID SPECIFICATIONS

U.S. Government Printing Office (GPO)
Washington, DC

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

"DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions."

SPECIFICATIONS FOR CONTRACT PRINTING AND BINDING OF Occupational Tax Registration Return For Wagering, Package 11C (Mailout) April 2009

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NOTE: Due to the numerous exhibits (10) in this specification, the exhibits will not be put on the **Internet**. A complete copy of the specifications may be obtained from the bid room by request. Telephone 202-512-0526.

Scope: These specifications cover manufacturing and printing 15,800 packages. Assembling for trayed mailing; staging; and release to the USPS for mailing. See Exhibit 1 for the quantity breakdown.

General Construction: The package consists of (a) one 25-3/8 x 11" imaged form; (b) *one return envelope; and (c) *one mailer envelope.

The package must meet all the requirements of the U.S. Postal Service and the requirements of the IRS for returns processing. *NOTE: There will be only one version each of mailer and return envelopes.

- (a) Form 11 C (6 panel folded form)
- (b) Return Envelope
- (c) Mailer Envelope (with covered window)

* **Imaging:** Form 11C in the Packages requires imaging, by either impact or nonimpact printers applied directly to the face in two locations: the mailing address located at the top of page 1 and the payment voucher located at the bottom of page 3 utilizing furnished magnetic cartridges. See Section 3.9.

BID QUANTITIES: Exhibit 1 shows the Government's bid quantity breakdown of bulk shipments and Standard Mail. The quantities are broken out by IRS Service Center address.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% of the quantities shown in Exhibit 1 until the date specified in the schedule. These quantity adjustments may be made via successive updates of Exhibit 1 or by telephone and will be the FINAL quantity. Billing adjustments for scheduled quantity changes (+ or -) and for subtraction of undeliverables (see Section 5.1.1) will be at the contractor's quoted "ADDITIONAL RATE". (See Offers Section) If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the FINAL quantity.

NOTE: Must be full Final Quantity to all consignees. No shortages or overruns will be allowed.

SUBCONTRACTS: The predominant production function of this contract may be either Printing or Imaging. Any other functions, including printing of the envelopes, may be subcontracted per GPO Contract Terms 310.2.

Section 1 - Schedule

<u>Date</u>	<u>Event</u>
03-30-09	Bid opening.
04-08-09	Award of contract. (Purchase Order Number by phone)
04-15-09	Security Letter, Production and Quality Systems Plans to GPO.(See Section 3.6/3.7)
04-30-09	Electronic transfer of files for the following: Form and Envelopes (See Section 2.1)
05-01-09	Address cartridges to be furnished.
05-01-09	Final day the Government may make package and envelope quantity adjustments (may be made by telephone).
05-07-09	NCOA Report due (See Section 5.1.1).
05-07-09-	Preproduction imaging samples
Negotiated	Preproduction conference at contractor's plant.
05-21-09	Complete mail turnover to the Postal Service.

Postage summary reports and USPS Forms 3602 (See Section 1.5)

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of camera copy. In such event, the schedule will be adjusted per Contract Terms.

1.1 Preaward Plant Survey may be conducted by Government Printing Office and Internal Revenue Service personnel to determine if the prospective contractor (and its subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 Preproduction Conference will be held at the contractor's plant as indicated in the schedule. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. Prior to this conference the contractor will submit 2 copies each of detailed written production and quality systems plans. The plans shall be submitted, by the date in the schedule, to U.S. Government Printing Office, Attn: Frank Yator (AST 5), Stop CSAB, Room C-A843, 732 North Capitol St. NW, Washington, DC 20401. The proposed quality systems plan is subject to Government approval. The contractor will conduct this preproduction conference during which the production plan will be discussed and the previously approved quality systems plan will be reviewed in depth. Items to be included in the production plan are: 1) processing and sorting master file magneticCD'S, 2) scheduled start-up dates for all phases of production, 3) how coordination/ communication will flow from one production phase to another, 4) who will be responsible for each phase, 5) how will subcontractors be involved and kept informed, 6) specific production dates of all subcontractors, 7) how the product will be staged and/or shipped, and 8) any other special requirements which are specific to this contract. Items to be included in the quality systems plan are covered in the Quality Systems Section. Attending this meeting will be representatives from the Internal Revenue Service and there MAY be representatives from the Government Printing Office. To establish coordination of all required operations, a representative of all subcontractors involved should also be present as well as representatives from each involved production area for the primary contractor. It is also required that the contractor have the local Postal Service representative in attendance.

Note: The Quality Systems Plan must be approved by the Government prior to the preproduction conference.

1.3 Quality Systems Audit: In connection with the preproduction conference, should the Government elect, a quality systems audit would be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through review of the previously approved written plan. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. The Quality Systems Audit shall also include procedures for assuring that all variable data are accurately and completely printed and that all addressed items are mailed. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated during all phases of production. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS Tax Package work for the first time. Failure to maintain the quality systems in accordance with the contractor's plan approved by the Government, may result in the Government's termination of the contract for default.

1.4 Inspection Notification: 72 hours prior to start of press, imaging, inserting, and mailing operations the contractor must email IRS Form 9558 to Betty.J.Howard@irs.gov and Jonathan.L.Rice@irs.gov with the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. If IRS fails to respond, proceed as you would have, had there not been an inspection. Do not hold up production unless specifically authorized by GPO. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract.

1.5 Postage Summary: Contractor must e-mail postage summary reports (see Exhibit 9) for each phase for each IRS service center to Jonathan.L.Rice@irs.gov no later than the date specified in the schedule. Postage summary reports must show the GPO jacket number; the number of pieces and cost of Carrier Route, 3/5 digit, and Basic broken out by Service Center and the grand total, in a format similar to the one shown in Exhibit 9. The reports are to be submitted following NCOA Link processing.

1.6 Shipping Notification: Contractors must submit shipping notification on the final day of shipping. Email the notification to Jonathan.L.Rice@irs.gov. Contractor must also submit a load plan for each shipment and copies of the 8125's.

2.1 FURNISHED BY GOVERNMENT:

Electronic Media for forms, envelopes, Form 6153 Carton Shipping Label (for International packages being sent to DHL); (2) construction samples, (3) address Cd's produced in extend Binary Code Decimal Interchange Code (EBCDIC) format. Contractors must be capable of reading Cd's utilizing a 36 track format, with data compression. Cd's furnished will be ZIP code sorted. Contractor must provide the listings, reports, etc. to perform the mailing operation. Contractor is responsible for coding and assigning all carrier route numbers, endorsements, and delivery point bar codes, (4) IRS Form 13456, IRS Publishing - Postage Report in a fillable PDF file format, (5) IRS Form 13456-A FAX Cover Sheet for IRS USPS Postage Statements, and (6) IRS form 9558 – Inspection notification report,

*Note: Electronic transfer will be via e-mail or File Transfer Protocol (FTP) or Windows formatted 1.44 Megabyte floppy disk, Zip Disk or CD RW disk in Portable Document Format (PDF) generated from Adobe Acrobat 7.0 or later (We will supply a color composite PDF file, and all fonts will be embedded in the files at the PDF level). **Do not unembed fonts!** This may result in a loss of data. The PDF's are backward compatible to Adobe Acrobat 5.0. Prior to image processing the contractor is responsible for checking files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. The contractor must supply necessary trapping. High-resolution image processors must be used if generating films. The contractor must verify the accuracy of the Postal barcodes with the USPS output as part of the envelope printing.

NOTE: If any Government furnished electronic media is unusable, the contractor must contact Jonathan Rice at or (202) 283-0496 within 24 hours. If the contractor fails to do so, no additional time will be allowed in the schedule. No Collect Calls. Contractor must not alter furnished files.

Contractor must schedule an advance planning meeting with the Postal Service, prior to production, to request the furnishing of trays, pallets, trucks and to coordinate a mailing plan.

DISPOSITION OF FURNISHED MATERIALS: Postal Service will advise contractor of disposition of unused postal pallets. The address Cd's supplied by the IRS must be returned by a traceable means at contractor's expense, to: IRS, Enterprise Computer Center, 250 Murall Drive, Kearneysville, WV 25430, Attention Tape Library. Postal Service will advise contractor of disposition of unused materials furnished by them.

2.2 Furnished by Contractor: All other materials and operations necessary to fulfill the contract requirements, including facsimile transmission capability, any necessary conversion program to utilize Government-furnished Cd's and the following:

The contractor is required to have Internet access provided through an Internet Service Provider (ISP), an email account and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 7.0 Professional (or higher) software (**not Adobe Reader**) and the capability to receive and open file attachments compresses into a Zip (.zip) file format. The contractor must furnish an email address for the IRS to email the forms mentioned above. NOTE: The use of public address or web-based mail servers (ex: Hotmail, Yahoo, Juno) is not permitted.

MAILING VERIFICATION: The contractor *must* update the Electronic Form 13456 (see Exhibit 8) and submit via email to IRS at postage@publish.no.irs.gov and also email to Jonathan.L.Rice@irs.gov within three days of completions of mailing. For your convenience, Form 13456 is provided as a fillable PDF file for each GPO job jacket. The IRS will complete the top portion of the form prior to emailing the form to the contractor. If any information is missing or incorrect, contractor must contact Jonathan Rice at (202) 283-0496

The contractor is responsible for capturing five data elements from every postage statement (i.e. USPS Form 3602, 3602-R, 3600). The five elements are: (1) barrel stamped post office zip code, (2) postage statement date, (3) quantity

mailed, (4) postage amount, and (5) postage statement type.

The form must contain only postage information for the designated GPO jacket. Prior to sending, the contractor must rename the file "GPO Jacket number_date" ie. **123-456_9-02-03.pdf**. If the contractor completes an additional form per day, they should add a suffix to the file name starting with the letter "a" then "b", etc. ie. 123-456_09-02-03a.pdf. The contractor is responsible for the accuracy of the information returned to the IRS. **Any delay or missing input could result in delay of payment.**

All Postage Statements (i.e. USPS Form 3602, 3602-R, 3600) must contain the IRS Agency Cost Code "**67039**" in the "Federal Agency Cost Code" box. The GPO Jacket Number must be included in the mailer information located in the upper portion of the postage statement.

Faxing USPS Postage Statements: On the same day the completed Form 13456 is emailed, the contractor is also required to FAX all associated postage statement forms to the IRS. Contractor is required to FAX postage statement forms (i.e. USPS Form 3602, 3602-R, 3600) that have received a barrel stamp from the postal service to 1-267-295-7877 (not a toll free number). The first page of every FAX sent to the IRS must be a fully completed IRS Form 13456-A. The number of pages faxed may not exceed 32 pages in any single FAX transmission. The fax must contain only postage statements for the designated GPO jacket number. Contractor must not combine postage associated to multiple GPO contracts in a single FAX transmission.

The form must contain entries in the following fields: Name of IRS publishing analyst, IRS requisition number, GPO jacket number, GPO Contractor number, Name of contractor, Contact person at contractor, Telephone number of contact person, FAX number of contact person, Number of pages faxed (*cannot exceed 32 pages including cover sheet*) and Date of fax transmission.

The date on Form 13456-A "Date of fax transmission" must match the date on the associated Form 13456 "Date of fax transmission". Postage reported on the completed Form 13456 must correspond line by line to the postage statements in the associated fax.

Within three (3) workdays of completion of mailing, contractor must ship via overnight, traceable means, one complete set of all Form 13456s' and barrel date stamped postage statements to: IRS, C8-331, Attn: Jonathan Rice SE:W:CAR:MP:P:B:T, 5000 Ellin Rd., Lanham, MD 20706.

2.3 JCP STANDARDS: The specifications of all papers furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12", dated February 2008.

White Offset Book Paper, basis weight: 50 lbs. per 500 sheets, 25 x 38", must equal JCP Codes A60 or
White Writing Paper, basis weight: 20 lbs. per 500 sheets, 17 x 22", must equal JCP Code D10.

Return Envelopes (without window) & Mailer Envelopes (with covered window) White Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22"; containing a minimum of 30 percent post consumer recovered material.

Section 3 – Form

3.1 Quantity: 15,800 packages. Each package contains 1 folded form, and 1 return envelope inserted into a mailer envelope with the address on the form portion of the form visible through the window.

3.2 Form Format: Form is 25-3/8 x 11" flat, folding to 8-1/2 x 11" with two wraparound folds, and then to 8-1/2 x 3-7/8" with the taxpayer's address information on the top portion of the form appearing through the window of the envelope.

Form prints head-to-head. The face of the Form prints in black ink and a match of Pantone's 185 Red ink, approx. 10% red ink coverage. The back of the Form prints black ink only. Form prints on either White Writing or White Offset Book.

The orientation of these forms is that the head of the Form 11C is towards the top on the right side of the sheet; and the head of the voucher page is towards the bottom on the left side of the sheet. The right edge of the form and the right

edge of the must be a clean edge, not perforated.)

Margins: Face - 1/2" head, 9/16" left & right.

Back - 1/2" head, 9/16" left, adequate right.

The margins & detached size for Pages 1 & 6 of the Form must not vary more than 1/16".

Folding: Fold Form from 25-3/8 x 11" to 8-1/2 x 11" using two wraparound folds, with Pages 1 and 6 out. Fold again from 8-1/2 x 11" to 8-1/2 x 3-7/8" using two wraparound folds with Form 11C title out. The first fold is 3-1/4" from the bottom trim edge and the next fold is 3-7/8" from the top trim edge. The taxpayers address information on the top portion of Form 11C must appear in the window of the envelope. **The taxpayer ID number must not appear in the window of the envelope.**

Perforations Form: All perforations must slit or slot (pinhole not acceptable) and provide a clean edge. Perforations must be of such strength as to prevent separation during normal mailing and handling.

VERTICAL Perforations Perforate vertically along the 11" dimension at 8-1/2" from the outside trim edge of page 1, to provide a detached sheet size of 8-1/2 x 11".

HORIZONTAL Perforations: Perforate horizontally at 3-1/4" from the bottom right trimmed edge, to intersect the vertical perforation and provide a detached size of 8-1/2 x 3-1/4" for the payment voucher.

3.3 Typesetting: Contractor must set and insert a GPO imprint line per GPO Pub. 310.2 (page 9).

3.4 Magnetic CD'S: The IRS will furnish Cd's for imaging. These Cd's to be received by contractor on or before the date specified in the schedule. 100% retrieval of all necessary information is required.

3.5 Computerized Imaging System: Computerized imaging is required by either impact or nonimpact printers directly on pages 1 & 3 of Form 11C only utilizing the information contained on the furnished magnetic Cd's. CAUTION: The image area for Form 11C is approximately 12 x 8-1/2". It is the contractor's responsibility to ensure that the imaging equipment used on this contract has the capability to image all required areas. (See Exhibit 6). The imaging is performed at more than one location, on the form and voucher.

Imaging must meet the following specifications:

- a) The font must be OCR-A, Font size 1, 12 pt. Any other must be approved before preproduction meeting
- b) The imaging must be black ink.
- c) All characters must align.
- d) No missing data or entries.
- e) No duplicate data or entries.
- f) Imaged address area will have no more than 5 lines. (7 lines including carrier route line and delivery point barcode)
- g) There will be a maximum of 35 characters per line and spaced 6 lines per inch vertically.
- h) No broken characters.
- i) No smearing.
- j) No visible wicking.
- k) No visible gloss.
- l) Reflectance of characters shall be visually uniform across the whole label.

Address Copy Changes: The addresses change from package to package. Carrier route endorsement and other optional endorsement lines must be in one, set position throughout the run and appear, with the address, within the window of the mailer envelope of each package. **The taxpayer ID number must not be visible in the window.**

Addresses and other information are to be placed by computerized imaging directly on pages 1 & 3 of the Form for the package. If the furnished Cd's do not conform to contractor's equipment, the contractor must take IRS data and reformat it to produce all of the required information using their own equipment.

Addresses and other information are to be placed by computerized imaging directly on pages 1 & 3 of Form 11C. If

cartridges furnished do not conform to contractor's equipment, the contractor must take IRS data and reformat it to produce all of the required information using their own equipment. The contractor may notify IRS Enterprise Computing Center (ECC) directly for missing Cd's and/or for replacing Cd's received in unusable condition or out of ZIP code sequence. Call ECC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; CD number; and a brief explanation of the problem. The contractor will be required to develop software to edit and reposition the various data elements taken from the CD to be applied to pages 1 & 3. The contractor will also be required to produce a unique number (that may be printed on page 1 or 3, see example on Exhibit 10) for each copy of the form, so the contractor may retrieve & reproduce records for any unusable forms, by using their equipment. If the unique number contains more than 10 characters, it must NOT begin with 1800, 1877, 1888, or 1900. The contractor will be furnished a record layout. **The unique number must not print on the voucher**

The contractor will be required to take information from the furnished Cd's and format it to create an 11 digit Delivery Point Barcode. This Barcode is to be positioned in accordance with the USPS Domestic Mail Manual. This Barcode is to be conformed to the same barcode specifications listed in Exhibit 6. It will be the contractor's responsibility to do a further sortation to a 5 digit delivery point barcode, 3 digit delivery point barcode, and basic ZIP+4 delivery point barcode. In addition, the contractor must convert furnished address Cd's from all carrier route, sack-sorted mail to either all tray-sorted or a combination of the two for the purpose of the government receiving the U.S. Postal Service's delivery point barcoded mail discounts.

Voucher: There is a payment voucher located at the bottom of page 3 of the Form . Most of the information that will be imaged on the voucher is the same information that is imaged on page 1, with the exception of the carrier route endorsement and barcode; the addition of one OCR-A voucher scan line; The size of the detached voucher is 8-1/2 x 3-1/4". The voucher scan line must be vertically positioned 1/2" from the bottom of the voucher to the bottom of the scan line. The rightmost character of the scan line must be placed 3-1/2" from the right (leading) edge of the document. The recommended maximum displacement is no more than .014" between characters. The scan line must have a clear band at least 3/8" in width, from the top of the scan line to the bottom of the address line above.

NOTE: Name and address character positions 31 - 188 will be repeated above and to the left of the voucher scanline in an area 3 x 9/16". Print each group of 40 bytes, line by line, beginning with the 1st name line followed by the 2nd name line, street address, city, state and zip code. . Taxpayer ID number (TIN) character positions 04-13 will be repeated above and to the left of the voucher scan line in an area 3 x 1/4".

3.6 Quality Control: The contractor must maintain a thorough quality assurance program to guarantee that not more than 6% of the delivered Forms A contain an illegible (non-scanable) line on the form or the voucher when run on Banc Tec Models TRP 700, 9400, 9500, DP500, or Unysis scanner models. One questionable character in any of the print constitutes an illegible line. The contractor must immediately replace any damaged, mutilated or illegibly addressed forms during the imaging operation. Any packages damaged so as to be unusable during the folding and inserting operations must be replaced at end of run by using the unique number on the forms to rerun replacement forms. These packages can go with the residual mail but must be accounted for with the IRS mail coordinator and/or mail listing. Unusable packages **MUST** be shredded immediately after replacement

3.7 CD Security: The contractor must guarantee that it and any of its subcontractors will not reproduce, or allow reproduction of, the Cd's furnished by IRS, nor use or allow any person to use the Cd's or addresses themselves for any other purpose than mailing the tax packages. See IRS Pub. 1075 "Tax Information Security Guidelines for Federal, State, and Local Agencies". A copy may be obtained either from the Internet by entering <FTP://FTP.FEDWORLD.GOV/PUB/IRS-UTL/PUB1075.PDF>, or from IRS by calling 1-800-829-3676, also see Privacy Requirements Exhibit. The contractor must FAX on company letterhead (referencing the GPO Jacket Number), to IRS @ 202-622-4139, a detailed report of the inventory and tracking systems and the security measures to be taken to secure the IRS cartridges, and any information output from them, throughout the period the contractor and/or subcontractors have possession of taxpayer information.

All magnetic cartridges supplied by the Government must be returned VIA traceable means to: IRS, Enterprise Computer Center, 250 Murall Drive, Kearneysville, WV 25430, Attn: Tape Library. All duplicate cartridges or resultant printouts, except printed forms, shall be destroyed by the contractor pursuant to subsequent directions of the contracting officer or his authorized representative.

3.8 Proofs: Contractor must submit 2 set(s) of Dylux, or similar proofs, of Form, Instruction, and Insert. **Proof provided must be of 1200 DPI Resolution or better.** Submit proofs as soon as the contractor deems necessary in order to

comply with the contract schedule. Proofs will be withheld 2 workdays from receipt in the IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. One revised proof will be required. Revised proof will be held 2 days from receipt at IRS until made available for pickup. Proofs must be 2 sided, trimmed and folded to replicate finished product.

Submit proofs by traceable means to: Internal Revenue Service, Room C8-331 Attn: Jonathan Rice SE:W:CAR:MP:P:B:T, 5000 Ellin Road Lanham, MD 20706. The container and accompanying documentation must be marked "Package 11-C PROOFS" and must include the GPO Jacket Number.

Prior-to-production samples (required): Using furnished electronic media for dummy pages of Form A, submit 100 Taxpayer's Name and address voucher and form printed in black ink and in Pantone's 185 Red ink, and imaged (include vertical symbols that will be used to identify new move addresses on 25 samples of Package) in black. Submit samples no later than the date specified in the schedule. Samples are to be shipped at the contractor's expense, by an overnight delivery service. Contractor must include a copy of his shipping documents along with the samples submitted to the GPO). These samples will be used to test for proper type font, spacing, alignment, stock, imaging quality, etc. Contractor will be given an approval, conditional approval, or rejection within 3 workdays after receipt in IRS. Contractor is not authorized to print prior to his receipt of an approval or conditional approval.

Submit proofs by traceable means to: Internal Revenue Service, Room C8-331 Attn: Jonathan Rice SE:W:CAR:MP:P:B:T, 5000 Ellin Road Lanham, MD 20706. The container and accompanying documentation must be marked "Package 11-C PROOFS" and must include the GPO Jacket Number

Section 4 - ENVELOPE SPECIFICATIONS

4.1 Size and Quantity (See Exhibit 1 for quantities):

Mailer Envelope – Mailer Envelope: 4-3/4 x 9-3/4"; approx. 1-1/2 x 4-3/4" covered window on the face; located approximately 2" from the left face edge and 1-1/2" from the bottom face edge. See Exhibit 3 for envelope dimensions but contractor must determine exact placement of window so mailing information shows after form is inserted. The check digit and taxpayer identification number are not part of the mailing information and must not be visible through the window. **NOTE:** It is the contractor's responsibility to determine the final size and position of the window after the receipt of the print files and the position of the imaging has been determined.

Return Envelope - 4-1/4 x 9".

4.2 **Paper:** White Wove, sub. 24 lbs.

4.3 **Construction:** All envelopes must have a fold at bottom, the bottom may not be glued. No perforations are allowed on the bottom and top flap.

Construction options for Mailer Envelopes (Manufacture diagonal seam or side seam): Side seam envelope – the gum line must be applied along the length of the flap to within not more than 1/2" of each end of the flap and must be 5/8" wide. Diagonal seam - the gum line must be applied along the length of the flap to within not more than 1/2" of each end of the flap and must be at least 1/2" wide. Envelopes must be completely sealed prior to mailing. (See Exhibits 2 and 3).

Construction for Extended Flap Return Envelope: Manufacture open side with side seams and a 2-3/8" flap with a 1-3/4 x 7-1/2" gum line.

4.4 Printing: Envelopes print face and back in black ink.. One copy change is required for the mailer envelope used for Packages the postage permit indicia is removed for approximately 28 total copies for DO 96, 97, and 98 International mail.

Return Envelopes: All print the same address.

4.5 Sorting Codes: The return envelope incorporated in this year's tax package will have printed automated sorting codes which will either be processed on equipment at the IRS (SP) Center or by the USPS. FIM bars are also printed on the upper right face of the envelope. It is the contractor's responsibility to check the postal bar codes for accuracy.

4.5.1 Postal Bar Code: Each postal sorting bar code is comprised of fifty-two full and half-bar configurations and is for scanning by the U.S. Postal Service. A Postal Bar Code will print below the address on the return envelope. Postal Bar Codes will be in position on furnished envelope copy.

4.6 Facing Identification Marks (FIM Bars) are printed on the upper right face of the return envelope. They will be in position on furnished envelope copy.

4.7 Back Printing: Two different back printings (one for Mailer Envelopes, one for Return Envelopes).

4.8 Ink for Envelope Printing: Envelopes print back only.

4.9 Envelope Proofs: Contractor must submit 2 sets of proofs of return envelope and mailer envelope. Submit proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Contractor will be given either an approval, conditional approval, or rejection, may be by telephone. Proofs will be withheld 2 workdays from receipt in the IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. At Agency request, revised proof may be requested.

Submit proofs by traceable means to: Internal Revenue Service, Room C8-331, Attn: Jonathan Rice SE:W:CAR:MP:P:B:T, 5000 Ellin Road Lanham, MD 20706. The container and accompanying documentation must be marked "ENVELOPE PROOFS" and include the GPO Jacket Number

4.10 Envelope Quality Control Procedures: The prime contractor must establish and administer a quality assurance program which will ensure all envelopes meet specifications whether they are produced "in line" or at a subcontractor's site.

4.11 Subcontractor: If envelopes are produced by a subcontractor, production must be completed in sufficient time and available for quality assurance inspections. This schedule is to facilitate timely replacements necessitated by failure to meet contract specifications.

4.12 Envelope Samples: Immediately after the start of envelope production, send 25 samples, of the return envelope and each mailer envelope, by an overnight delivery service, at contractor's expense, to IRS. See Production Samples Section 7.8 (B).

Section 5 – Addressing & Mailing Tax Packages

Addressing and Mailing of Tax Packages (Packages for D.O. 96, D.O. 97, & D.O. 98 (See Section 6.7) - f.o.b. destination; Remaining Packages - f.o.b. contractor's city)

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

5.1 Quantity Contractor is required to image taxpayer information, name, and address on approximately 15,800 packages.

5.2 Preparation for Mailing and NCOALink: IRS will furnish the contractor with imaging Cd's sorted by ZIP code. The service center code included in the record layout can be used by the contractor for sortation of addresses by service center. The raw data contained on these Cd's has been passed through Finalist Software (equivalent to Code 1 of Group One Software) for hygiene and standardization. Contractor is responsible for taking the IRS raw data file and, using a licensed full service NCOA^{Link} provider, passing the file against the National Change of Address^{Link} (NCOA^{Link}) file. Contractor must provide IRS with a file of the NCOA^{Link} Return Codes listing the return code, the address designation, and the how description code. In addition, contractor must provide all applicable reports. Email the file to Jonathan.L.Rice@irs.gov.

Contractor must specify in their bid the name of the NCOA^{LINK} licensed full service provider to be utilized (see Offers Section 8.6).

Contractor must pass the entire file against a Coding Accuracy Support System (CASS) certified software address hygiene program. Contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified.

Contractor must use Group 1 International cleansing software or equivalent to increase deliverability of the foreign mail.

Undeliverables: **Code 03/closed post office box, Code 02/ no forwarding address, and Code 01/ foreign move** will be taken out of the mailing. Provide IRS with a summary report of the NCOA^{Link} Return Codes listing the return code, the address designation, and the how code. The summary report will include the number of undeliverable mail pieces and the number of good move address mail pieces as well. Email this report to Jonathan.L.Rice@irs.gov within 3 workdays of completing NCOA^{Link}.

The furnished CD;s are raw unedited mail label record CD;s and will have to be formatted, at the contractor's expense. (See Exhibit 1). The raw data has been passed through finalist software.

Unusable CD'S: CD'S received in unusable condition, out of ZIP code sequence, or missing CD;S will be replaced by IRS on an expedited basis. *If the contractor has not reported any discrepancy to the Government, within five (5) workdays after receipt of CD;s it will be taken that none exists.* The contractor may notify IRS Enterprise Computing Center (ECC) directly only if there is a physical problem with the CD or a CD shipment. Call ECC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; CD Number; and a brief explanation of the problem. The GPO jacket number WILL appear on the shipping transmittal label which will always be in the last box of CD;s if more than 1 box. See 4.3.

5.3. MAILING ADDRESS: Must meet all U.S. Postal Service requirements. The contractor must reformat the cartridges to image the carrier route endorsement and literal, name, address, city, state, and zip code plus the postal sack number, and break number (change indicator) in 6 lines (See Record Layout). The contractor will be required to take information from the furnished CD's and format it to create a 12 digit Delivery Point Barcode. This Barcode is to be imaged below the last line of the address, in accordance the USPS Domestic Mail Manual It must be on all 3/5 digit and basic mail, and may print on carrier route mail.

5.4 Unique Number: The contractor is required to produce a unique number for each package, using their own equipment, so the contractor may retrieve and reproduce records for any unusable package or when packages are pulled as QA Samples. If the unique number contains more than 10 characters it must NOT begin with 1800, 1877, 1888, or 1900. .

5.5 USPS Regulations: The contractor must comply with all U.S. Postal Service regulations governing the preparation of standard rate mailings which are in effect at the time of the mailing, (or parcel post, for some bulk shipments), including the issuance of the required forms (mailing statements) and the weighing of shipments. The contractor is encouraged to meet with local postal authorities before the start of production.

5.5.1 The Domestic Mail Manual has specific requirements regarding the minimum and maximum package sizes and must be adhered to by all mailers.

5.6 Carrier Route Presort: Contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on first line of the mailing address).

5.7 Presort Palletization: As outlined by the Postal Service in the Domestic Mail Manual, the carrier route presort palletization program requires that individual packages of ten or more pieces be prepared for carrier routes. This may take the form of packages or packages in bundles presented on pallets.

5.8 Internal Wrapping or Tying: All bundles containing mixed carrier routes or 3/5-digit ZIP codes require internal wrapping or tying in direct packages of ten or more pamphlets. See Domestic Mail Manual for details.

5.9 Postal Pallets: The U.S.P.S. will make available nestable pallets upon contractor's request or contractor may use his own pallets, that meet postal requirements, at his own expense. Loaded pallets must be wrapped with a shrinkable or stretchable plastic strong enough to retain the integrity of the pallet during transportation and handling. Pallets must be prepared in accordance with the requirements in the Domestic Mail Manual for (Packages and Bundles Presented on Pallets) and (Palletizing Sacks). See the DMM for preparation requirements for palletizing. Packages must be palletized separately from sacks. The sack tags must be barcoded and readable by USPS equipment. Further details on pallet loading and flagging may be obtained by consulting local Postal Customer Representatives, bulk mail acceptance personnel or RCC.

5.10 Security Letter: The contractor must guarantee that they, and any subcontractor's, will not reproduce, or allow reproduction of, the Cd's furnished by IRS, nor use or allow any person to use the Cd's or labels themselves for any other purpose than mailing the tax packages (See Section 3.7). The contractor must FAX on company letterhead (reference the GPO jacket number), to Jonathan Rice @ 202 283-0496, a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS CD's and any information output from them, throughout the period the contractor and/or subcontractor's have possession of taxpayer information. (See IRS Pub. 1075 "Tax Information Security Guidelines for Federal, State, and Local Agencies". A copy may be obtained either from the Internet by entering [HTTP://WWW.IRS.GOV](http://WWW.IRS.GOV), then click on forms and pubs, or from IRS by calling 1-800-829-3676), also (See Privacy Act Exhibit 5)

5.11 ZIP Code Count Listing: Contractor's software must provide 3-digit, 5-digit, and carrier route ZIP Code count listing Cd's for the contractor's use during the addressing operation. A copy must also be provided for the IRS resident coordinator.

5.12 Spoiled Tax Packages: The contractor must replace all spoiled imaged packages immediately. The contractor must provide sufficient detail to fulfill the contract requirements for 100% mailing that there are no missing pieces.

5.13 IRS Resident Coordinator One or more IRS representatives may be on-site at the contractor's facility to provide project coordination in the receipt, verification and organization of the address CD;s monitoring all stages of production, mailing and distribution of the tax packages. These coordinators do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the attention of the contractor's Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where IRS work is being produced. The contractor will furnish office space to include a desk, telephone, personal computer with CD drive and internet access to send and receive e-mail. Personal computer must be loaded with Adobe Acrobat 7.0, Microsoft Word and Microsoft Office 2003 for submitting reports. Access to a fax machine will also be required for the coordinators. This space will be in an enclosed, secure area adjacent to the addressing/mailing operations. Long distance telephone charges will be reimbursed by the Government. Desk and telephone access is also required for a postal clerk during the turnover of packages to the Postal Service. The contractor and resident coordinator will conduct product sampling as part of the Quality plan. The contractor must make (12) random daily pulls and the monitor will make (32) random daily pulls off each production line. These samples are outside the scope of any sampling the contractor may do as part of their own internal quality plan and must be captured as spoilage and put back into the mailing. The contractor must maintain storage of these samples for a warranty period of 120 days as outlined in GPO contract Terms (see section 7.3).

5.14 Daily Production Report: The contractor will provide daily addressing production information required to complete Report Form 9659. (See Exhibit 4) The coordinator will transmit this report every work day to IRS National Office via internet. In the absence of the coordinator, the contractor must transmit the report to Jonathan.L.Rice@irs.gov. ALL PRODUCTION DATA, ETC., WILL BE KEPT IN STRICT CONFIDENCE BY THE GOVERNMENT.

5.15 Order of Addressing: May be affected by staging considerations.

Section 6 - Packing and Loading Packages

6.1 Trays: The Postal Service will furnish trays upon request.

6.2 Tray Loading and Marking: The Postal Service Presort STD rate will be used for this mailing. The requirements of the Postal Service, as outlined in the Domestic Mail Manual (DMM), must be complied with.

6.3 Internal Tying: Pieces may be packed loose (no internal wrapping or tying) in either carrier route or 5-digit ZIP code direct trays. All trays containing mixed carrier routes or 5-digit ZIP codes require internal wrapping or tying in direct bundles of ten or more pieces. See Domestic Mail Manual for more details.

6.4 Presort STD: Verification of the total weight of the mailing will be required. The contractor must comply with all Domestic Mail Manual regulations governing use of PRSRT STD (or parcel post, for some bulk shipments). The IRS will obtain the bulk mail permit for this mailing.

6.5 Location of Point of Entry: Contractor will specify in his bid the location of his proposed point of entry for the

tax package mail. See Offers Section.

6.6 Postal Trucks: If truck-trailers (vans) will be needed from the U.S. Postal Service it is the contractor's responsibility to schedule an advance planning meeting with the Postal Service and request these services. However, physical loading is contractor's responsibility, in conformance with the U.S. Postal Service loading plan.

6.7 Turnover requirements: The priority for the mail turnover is as follows: 1) Approx 50 packages for Alaska and 50 packages for Hawaii, 2) packages for the furthest destinations; and 3) packages for the closest destination. The packages for Alaska and Hawaii must be delivered, within 4 days after release by the contractor, to the following addresses: Deliver the Alaska packages to U.S. Postmaster, 4141 Postmaster Dr., Anchorage, AK 99501; and deliver the Hawaii packages to U.S. Postmaster, 3600 Aolele St., Honolulu, HI 96820. The packages for D.O. 66 US possessions see exhibit 1B.

International Mail: All copies with Canada (D.O. 96), Mexico (D.O. 97), and overseas (D.O. 98) addresses are to be separated from the domestic mail and shipped at contractor's expense. See Exhibit 1B.

Contractor must use Group 1 International Cleansing Software or equivalent for international mail records to increase the deliverability of the foreign mail.

Section 7 - Quality Systems

7.1 Quality Systems: The prime contractor shall initiate, prior to start-up and maintain throughout the life of this contract, Quality Systems to assure conformance to all requirements of this contract. The Quality Systems should be documented in a Quality Systems Plan. The plan should also address what actions will be initiated when defects are detected.

7.1.1 The Quality Systems shall assure the quality of components from subcontractors and subsidiary plants. This element includes assuring that components from different sources will be compatible BEFORE the start of production.

7.1.2 The Quality Systems shall include procedures for assuring that all variable data are accurately and completely printed and that all addressed items are mailed. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable printing occurs (e.g., due to equipment malfunction).

7.2 Quality Systems Official: The prime contractor shall designate an official who shall monitor and coordinate the quality system. This official shall serve as the Government's single point of contact on quality matters during the life of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.

7.3 Records: Records of tests, inspections, and critical process controls shall be time stamped and maintained on file. The records must be made available to the GPO and/or IRS inspector until the expiration of the warranty period of this contract. Copies of the forms used to record the inspections and test results shall be submitted with the plan.

7.3.1 All quality control samples must be produced at no additional cost to the Government.

7.4 Inspection by the Government: The right of the Government to make general or specialized tests and inspections DOES NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY.

7.4.1 Performance of all elements and functions of the Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

7.5 Quality Systems Plan: The prime contractor shall submit, in duplicate, written outline plans of the Quality Systems and copies of the forms by the date in the schedule in Section 1. The plans shall be submitted to the Contracting Officer, U.S. Government Printing Office, Stop CSAB, Room A843, North Capitol & H Sts. NW, Washington, DC 20401, Attn: IRS Desk. The proposed Quality Systems Plans are subject to Government approval.

7.6 QUALITY ASSURANCE LEVELS AND STANDARDS. - The following levels and standards apply to the products ordered under these specifications:

Product Quality Levels. -

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.
- (c) Exceptions - Trim size and margins must be maintained within a 1/32" variation for the forms. Any deviation will be considered a major defect.

Inspection Levels (from ANSI/ASQC Z1.4).-

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standard. - The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instruction: In the event the inspection of the press sheets is waived by the Government, the following alternate standards (in order of precedence) shall become the Specified Standards.

P-7. Electronic Files..

P-9. Pantone Matching System.

7.7 Compliance: To monitor compliance with tax package production specifications, one or more quality assurance inspections of the tax packages may be conducted by Government Printing Office and/or Internal Revenue Service personnel.

7.8 PRODUCTION SAMPLES: The copies included in A, B, C, D, and E, are considered sample copies and will not be included in the quantity ordered and can not be included in the quantity billed. For package samples use domestic version mailer envelope.

A. QUALITY ASSURANCE SAMPLES: - 125 imaged packages shall be sent at the completion of production to test for compliance against specifications. The contractor must divide the entire order into equal sublots and select 1 copy from a different general area of each subplot. The contractor will be required to execute "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished Pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on Pink stock. The container and its contents shall be recorded separately on all shipping documents and sent at contractor's expense, by traceable means, to U.S. Government Printing Office, Printing Procurement, Stop: CSAB, Room A843, Quality Assurance Section, North Capitol & H Sts. NW, Washington, DC 20401.

A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", must be included with the Quality Assurance Random Copies.

B. ENVELOPE SAMPLES: Immediately after the start of envelope production, contractor to ship or mail, at contractor's expense, using an overnight delivery service as follows:

10 copies each of the return envelope and each mailer envelope to:

Internal Revenue Service
Jonathan Rice, SE:W:CAR:MP:P:B:T: Room C8 - 331
5000 Ellin Road
Lanham, MD 20706

C. PACKAGE SAMPLES: Contractor is to ship or mail, at contractor's expense, 15_ samples of unimaged and unsealed packages to the following addresses using an overnight delivery service.

20 Copies - Internal Revenue Service

Jonathan.L.Rice, SE:W:CAR:MP:P:B:T Room C8 331
5000 Ellin Road
Lanham, MD 20706

D. PACKAGE SAMPLES: Ship or mail, by an overnight delivery service at contractor's expense, 15 printed and imaged (using the furnished scan line information below), unsealed packages within 24 hours of inserting startup as follows:

scan line: 323456789 AA 0000 05 2 2007612 660

AA 32-3456789

ECRL0T **CO 17

name DEC2006 S29 BB
and JAMES A & ANDREA A TAXPAYER
address 16305 Main Avenue N.W. 000 [denotes tray number]
data: ANYTOWN US 99999-9999
[include delivery pt. barcode]

15 copies - Internal Revenue Service
Jonathan Rice SE:W:CAR:MP:P:B:T Room C8-331
5000 Ellin Road
Lanham, MD 20706

E. GPO SAMPLES: Ship or mail 17 unimaged unsealed packages to 2 destinations as follows:

Ship 15 unimaged, unsealed packages, marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, D.C. 20540.

Ship 2 unimaged, unsealed packages, marked "Depository Copies, Item 0964-B" to the U. S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, D.C. 20401. Any cartons containing "Depository Copies" that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

Section 8 - OFFERS

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AND FOR SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for the "ADDITIONAL RATES" must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award. Bidder MUST submit a price for each line item under the "Additional Rate" Section. If an entry of NC (No Charge) is entered, it shall be held that the bidder intends to furnish those items at no charge to the Government.

Mail costs will NOT be used as a factor in the basis of award.

At the same time invoices are submitted to GPO for payment, contractor must email a duplicate copy to Jonathan.L.Rice@irs.gov .

8.1 Printing, folding, and imaging the 15,800 forms; manufacturing and printing 15,800 return envelopes and 15,800 mailer envelopes; inserting form and return envelope into mailer envelopes; packing, staging, and turnover of 15,788 packages to

Postal Service for Presort STD.; packing 12 packages for international mail....\$_____

8.2 Prices for quantity changes

"ADDITIONAL RATE"

(A price must be submitted for each line item)

8.2.1 Printing and folding formsper 1,000..\$_____

8.2.2 Computer imaging forms.....per 1,000..\$_____

8.2.3 Manufacturing and printing mailer envelopes:.....per 1,000..\$_____

8.2.4 Mfg. and printing return envelopes.....per 1,000..\$_____

8.2.5 Inserting form and return envelope into a mailer envelope.....per 1,000..\$_____

8.2.6 Packing, storing, staging and turnover of packages for Presort STD
(including carrier route sorting).....per 1,000..\$_____

8.2.7 Passing records through NCOALink.....per 1,000 records..\$_____

8.2.8 Packing packages for international mail.....per 1,000..\$_____

The bidder must also furnish the following information:

8.3 Type of addressing equipment that will be used:

8.4 Name, address, and phone number of subcontractors, if any, and what they will perform on this contract:

Envelope

Manufacturers:_____

8.5 Post Office for entry of mail packages (Standard Mail):

City_____, State_____ Zip Code_____

8.6 At the same time invoices are submitted to GPO for payment, contractor must submit a duplicate copy to IRS, Room C8-331, Attn: Jonathan Rice, SE:W:CAR:MP:P:B:T, 5000 Ellin Rd Lanham, MD 20706

Fill out and return two copies of this page of these specifications attached to GPO Bid Form 910.

Name of Firm

Signature of Bidder

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), Room C-161, 36 H St. NW, Washington, DC 20404.

FACSIMILE BIDS ARE PERMITTED: Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), Page 1, Paragraph 6.

Note: With each bid submitted, whether written or facsimile, bidder must provide a duplicate copy.